**Trowse with Newton Parish Council**

**Allotment inspection procedure**

**When will the allotments be inspected?**

Allotments will be inspected in January, March, May, July and September. Inspections will fall in line with the Open Spaces meeting dates and will be carried out in the week proceeding the meeting. This is in order for the inspections to form part of the Open Spaces meeting agenda.

The 2024 the inspection dates will be:

Week beginning:

15th Jan

11th March

13th May

15th July

9th September

**What are the criteria for inspection?**

The following is a list of the inspection criteria for 23/24 year.

* **General condition of plot**
* **Hazardous items**
* **Rubbish on plot**
* **Pathway condition**
* **Structure condition**
* **Unkempt boundaries**
* **Animal conditions (if applicable)**

**For the year 24/25 and going forward the percentage of the plot being cultivated will also form part of the inspection criteria.**

The inspections carried out will be carried out using a Red, Amber, Green (RAG) rating on the form provided by the Clerk. Those carrying out the inspections will place a R, A, or G in the appropriate box when checking the criteria listed above. Inspections reports will then go before the Open Spaces committee for agreement and any required actions.

* Allotments receiving all G’s will have no further action.
* Allotments having any A’s on their inspection will be monitored before the next inspection. A notice will be sent to the plot holder outlining the reason for monitoring.
* Any plots having a R on their inspection will receive a stage one advisory notice and must rectify the problem. Another inspection will be carried out in 28 days. If the issue has not be rectified in that period, notices as per stage two and three will be followed as necessary.

Any plot that deemed to be dangerous (e.g. severe damage to structures due to storm/wind) or have any hazardous items (e.g. broken glass) will receive and urgent notice from the clerk. Issues stated in the notice must be rectified immediately or contact made with the clerk to make alternative arrangements for the problem to be dealt with. This may incur a cost to the plot holder.

**Stages of Notice.**

**Stage One – Advisory Notice will include:**

* **Policy of this council to inspect plots.**
* **Our duty as tenants to Crown Point Estates.**
* **Following inspection, it was noticed that…...**
* **Please resolve this as soon as possible.**
* **No further action will be taken if resolved.**
* **Reinspect in 28 days.**

**Stage Two – First official warning will include:**

* **It is noted that no action has been taken since advisory notice of XXX date.**
* **the reason for writing, outlining area(s) of contravention.**
* **the rectification action required by the tenant.**
* **a re-inspection date and timescale for any rectification work to be carried out (normally within 28 days), although a longer period can be agreed at the discretion of the Committee based on individual circumstances.**
* **an opportunity for the Tenant to contact the Clerk/Council to discuss the matter if they are experiencing difficulties or have any queries arising from the letter.**
* **If there is no contact made with the Clerk and/or improvement within 28 days of this letter a Notice to Quit will be served.**

**Stage Three – Notice to Quit**

**A Notice to Quit signed by the Clerk and accompanied by a covering letter will be sent to the Tenant by Special Delivery and will include references to the following:**

* **Condition 3 of the Allotment Garden Tenancy Agreement/reference to the rules and regulations.**
* **a termination date ▪ an instruction to the Tenant to remove all personal property.**
* **an outline of the implications of failing to comply with any special condition imposed by the Council in respect of any clearance/rectification work deemed necessary to restore the Allotment to an acceptable condition.**
* **details of how an agreement, in respect of payment for the transfer of growing crops, equipment, sheds, or structures, with the incoming tenant can be reached.**